

Clerical and Office Branch
Accounting, Clerical and Cashiering Group
Cashiering Series

TOLL COLLECTOR

06/92

Summary

Under immediate supervision, on assigned shift, collects tolls for use of International Bridges; performs related duties as required.

Typical Duties

Collects tolls from pedestrians and vehicles; gives change for American and Mexican money; prepares and counts opening cash to total and turn-in; prepares change order requests; rolls coins; audits cash balances maintained in safe and change drawers; prepares cash reports.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and one year of toll collection or cash handling experience including dispensing change to the public; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Some knowledge of cashiering practices and procedures; some knowledge of Mexican currency and the exchange rate.

Ability to make change for American and Mexican currency; ability to work under all weather conditions; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to prepare cash reports.

Special Requirements: Exposure to all weather conditions; work assigned shift and days; exposure to odors and automobile exhaust; must be bondable.

Director of Personnel

Department Head